



Immigrant Visa Section
United States Consulate General, Lagos
2 Walter Carrington Crescent
Lagos, Nigeria
Email: LagosIV@state.gov
Phone: (+234) 1-460-3400

INSTRUCTIONS FOR IMMIGRANT VISA APPLICANTS

Dear Applicant,

The U.S. Consulate General, Lagos is ready to proceed with your immigrant visa application. Please come to the Consulate for your immigrant visa interview at the date specified in the correspondence you have received. **If you are unable to attend the scheduled appointment, or wish to postpone or re-schedule your interview date, please email LagosIV@state.gov with your name, case number, and contact address.** Please review the following information carefully as you prepare for your interview.

The items listed below are required for the visa interview. If you do not bring the following items, you will not be allowed to enter the Consulate on the day of your interview:

- **Visa fees:** Applicants for petition-based visas (IR1, CR1, etc) who have been receiving correspondence from the National Visa Center have likely already paid their visa fees. Other fees are as follows:

Diversity Visa Fee (non-refundable): \$330

Immigrant Visa Fee (for all applicants except for DV applicants): \$230

All applicants must pay, regardless of age. Fees can be paid in dollars or in equivalent Naira at the current U.S. Consulate exchange rate. Applicants may not 'mix' currencies (i.e., you may not pay for 1 fee using both Naira and USD). For the current U.S. Consulate exchange rate, please call the Consulate at 460-3400.

- **Form DS-230:** Please download and complete (but do not sign) the form from the following link: <http://www.state.gov/documents/organization/81807.pdf> (please copy and paste the link in your browser in order to open it).
- **An international passport,** valid for at least 6 months beyond your interview date
- **Medical Exam:** Arrange for a medical examination by one of the physicians listed below. Please note that there is a charge for the examination, and that the exam must have been conducted in the last 6 months. A medical exam is required for all applicants, regardless of age.
- **A police certificate.** Applicants age 16 or older must submit a police certificate for all countries in which they have resided for more than one year after reaching age 16. The police certificate must have been issued less than 1 year ago. This packet contains instructions for obtaining your police report.
- **Two color passport photos,** showing the applicant's full face, on a white background. The required size is typical for passports: 1½ inches by 1½ inches (5 cm x 5 cm). For more detailed information on photo requirements, please visit: http://www.travel.state.gov/visa/immigrants/info/info_3746.html.
- **All original documents pertaining to your case,** including marriage and divorce certificates, adoption decrees, death certificates, birth certificates. Please bring a photocopy of all original documents as well.
- **Court and Immigration Records:** If you have been convicted of a crime or other offense, in the United States or elsewhere, obtain a certified court record covering each offense. If you previously resided in the U.S., you are encouraged to bring evidence of your immigration status during your stay, and records of any previous U.S. visa extensions and deportations that would be relevant for review.
- **Evidence of Support:** All applicants (except Diversity Visa applicants) are required to bring evidence to demonstrate that they and their families are not likely to become public charges (meaning, live in poverty

and depend on government financial assistance) while in the United States. This is usually accomplished by a signed **I-864 Affidavit of Support form** (www.uscis.gov/i-864), completed by the U.S.-based petitioner or another U.S.-based sponsor. Please bring copies of the petitioner and/or sponsor's tax returns from the most recent year, and verification or information on the petitioner's employment status. A downloaded or scanned photocopy of the Affidavit of Support (I-864) is also acceptable. This form is available online at: www.uscis.gov/i-864.

In addition to the above, immigrant visa applicants are advised to bring evidence that they are entitled to the visa classification for which they are applying. Applicants for relationship-based visas are encouraged to review the enclosed **Guidance for Relationship-Based Visa Applicants** and bring ample evidence to demonstrate their relationship to the Consular Officer.

Please note: The Consulate cannot guarantee any applicant will receive a visa on the day of his interview. Decisions are based on many factors. Even if the Consulate determines you are eligible for a visa, visa issuance can be delayed for a variety of reasons. Applicants are strongly advised against giving up your job, disposing of property, or buying plane tickets until they receive a visa.

If you are granted the visa at the time of your interview, your passport and visa will be ready for pickup approximately 5 business days following your interview. Please note that due to the high volume of visas we process and several other logistical necessities, **we are not able to expedite the printing of visas**. We advise you not to make any irrevocable travel plans before you have the visa in your physical possession. An immigrant visa is usually valid for travel for a maximum of six months from the date of issuance.

Note that petitioners are not permitted into the interview room, though we allow one family member to accompany elderly applicants and young children. In no case (including IR3 cases) is the petitioner required to be present or be in-country at the time of the interview.

We hope that this information will prove helpful in your application for an immigrant visa.

Sincerely,

Immigrant Visa Section
U.S. Consulate General, Lagos

ENCLOSURES:

Guidance for Relationship-Based Visa Applicants
Instructions for obtaining a Nigerian Police Certificate
Instructions for obtaining the Medical Exam

*All forms and instructions in this packet are also available on our website, and downloaded forms and instructions are acceptable.



Immigrant Visa Section
United States Consulate General
Lagos, Nigeria

GUIDANCE FOR RELATIONSHIP-BASED VISA APPLICANTS

If you are applying for an immigrant visa that is based on your relationship (either family or marital) to someone living in the United States, you will need to show evidence to demonstrate your relationship with the petitioner during the visa interview. Listed below are examples of documentation that other applicants have found helpful in the past.

If your visa application is based upon a marital relationship, you may wish to bring any or all of the following to your interview:

- Photos of you and your spouse taken **before** and **during** the marriage.
- **Telephone bills** from a U.S. Company from your spouse with calls to you highlighted.
- **Correspondence** (emails, letters, printouts of online chats, paper cards and letters, etc) exchanged between you and your spouse or correspondence sent to you and your spouse by other family members.
- **Birth certificates** of any children born of the marriage.
- Evidence of joint bank accounts, leases or mortgages held jointly, life and medical insurance policies indicating beneficiaries, car registrations showing joint ownership and addresses, driver's licenses for both spouses, utility bills and rent receipts.

If your visa application is based on a relationship with a child, parent, or sibling you may wish to bring any or all of the following to you visa interview:

- **Photographs** taken over a period of years of yourself and your relative together.
- **Letters** with envelopes and post marks exchanged between yourself and your relative.
- A certified **copy of your relative's passport** showing the picture page, biographic data page, and with stamps indicating travel between Nigeria and the United States.

Letters and photographs provided in support of your visa applicant should cover a period of several years; preferably before your petition was filed. The more letters and photographs you can provide, the stronger your case will be.

If your petitioner is a stepparent, you must show evidence of your relationship to the stepparent *and* the relationship between your stepparent and your birthparent.



United States Consulate General
Lagos, Nigeria

Assistant Inspector General
Criminal Investigation Department
Nigerian Police Force
Alagbon Close
Ikoyi, Lagos

Dear Sir:

The bearer is applying for a visa at our office. If you would be kind enough to issue him/her a certificate of no conviction if s/he has no record in the Central Criminal Registry, we would very much appreciate it.

Thank you for your time.

Sincerely,

Consular Officer
U.S. Consulate General
Lagos, Nigeria

To the applicant:

Please follow these instructions to facilitate the issuance of your Nigerian Police Clearance Certificate.

1. Submit your passport in person to the Nigerian Police Service commission at Alagbon Close, Ikoyi Lagos.
2. Pay the required fee and take the receipt to the Office of Inspector General at Alagbon Close, Ikoyi, Lagos.
3. Collect your Nigerian Police Clearance Certificate and take it to your visa interview. The certificate should be ready in approximately two weeks, but please allow time for unforeseen delays.

FOR THE APPLICANT:

VISA MEDICAL EXAMINATION Information Sheet and Referral Letter

1. A medical examination is required of all applicants for immigrant visas. **NO APPLICANT WILL BE INTERVIEWED PRIOR TO THE RECEIPT OF THE RESULTS OF THE MEDICAL EXAMINATION AND TESTS.**
2. **Approved Examiners:** Medical examinations must be performed by physicians designated by the Consulate General according to procedure prescribed by the U.S. law. The examining physicians are not employed by the U.S. Government.
3. **Fees:** Examination fees are paid by the applicant and are paid directly to the medical facility.
4. **Report of Examination:** The examining physician will either forward the completed report to the Consulate General or hand it to you in a sealed envelope for presentation to the Consular Officer. All sealed envelopes must be opened in the presence of the security guard or gate attendant before gaining entry to the Visa Section.
5. **Referral Procedure:** The following are the physicians and institutions by whom you must be examined. Walk-in visits are accepted; no prior appointment is necessary. Please provide the examiners with two passport-sized photographs.

Dr. Alexandra Anga The Consultants Practice The Children's Practice 25 Raymond Njoku Ikoyi Lagos Telephone: 01-893-0723, 01-461-1941 Cell: 0706-585-9845	Dr. Funmi Alakija Q-Life Family Clinic Plot 155A Prince Ade Odedina Street Off Ajoye Adegun, Victoria Island Annexe Lagos, Nigeria Telephone: 01-804-2000, 01-726-2840 Cell: 0702-770-4055
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6. **Hours of Examination:** A minimum of three (3) working days must be allowed to complete the medical examination process. At times, the process may take longer than three days. Please note the following hours of examination:

Monday – Friday
Saturdays

8:00 AM – 5:00 PM
9:00 AM – 2:00 PM

Appointment times for the physical examination will be given during the first visit. The physical examination cannot be performed until the lab test results are available. Please also note that you will

be required to appear on two (2) separate days – one day for x-rays and laboratory tests; and another day for examination and results.

HIV TESTING

Human Immunodeficiency Virus (HIV) testing is no longer required as of January 4, 2010. The Panel Physician may perform the HIV test if the applicant requests or consents to it, but must disclose to the applicant that the applicant does not have to be tested for HIV and that the results of the HIV test will be provided to the Consular Section as part of the visa medical examination. However, HIV applicants are no longer ineligible to receive a visa due to this condition.

U.S. Consulate General



Consulate General of the United States of America
2 Walter Carrington Crescent, Victoria Island
Lagos, Nigeria
LagosIV@state.gov

Date: _____

FOR THE EXAMINING PHYSICIAN:

EACH FORM (DS-2054) SHOULD BE ENDORSED BY THE PANEL PHYSICIAN AS FOLLOWS:

I certify that the person covered by this report is the bearer of Passport No: _____
Issued by: _____ on _____.

Dear Sir:

You are requested to perform a medical examination of _____
in accordance with provisions of the "Technical Instructions for Medical Examination of Aliens" of the United States Public Health Service, which is in your possession, and to report the results on the attached Form DS-2054.

Please note that in accordance with Section 34.4 (pages 1-3) of the Technical Instructions cited above, neither a chest x-ray examination nor a serologic test for syphilis shall be required if the applicant is under the age of 15. A tuberculin test may be required, however, where there is evidence of contact with a known case of tuberculosis or other reason to suspect infection with tuberculosis. A serologic test may be required where there is reason to suspect infection with syphilis.

X-Ray for Pregnant Women

A postponement of the chest x-ray of a pregnant female is permissible; however, it is the position of the United States Public Health Service that it is possible to perform the examination safely during pregnancy with proper shielding of the abdomen. It should be explained to the applicant that if the x-ray examination were postponed, the issuance of the immigrant visa would also be postponed until such time as the medical examination is completed. U.S. Public Health Service regulations does not authorize a classification based only on a tuberculin skin test.

Procedure for Safeguarding Pregnant Women During X-Ray Testing

The Bureau of Radiological Health, Food and Drug Administration and the Public Health Service have provided the following information:

“Non-abdominal examinations, when conducted with appropriate technique factors, collimation and abdominal shielding, contribute only negligible exposure to the embryo or fetus. (Collimation refers to adjustment by the operator of the size of the x-ray beam so that it is no larger than the film). With specific reference to *chest x-rays*, we have calculated the estimated radiation dose to the embryo or fetus for each type of 14x17 film (AP, PA and lateral). With adequate collimation, a single PA film delivers 0.09 millirad (mrad) to the embryo or fetus which is essentially negligible. This assumes that the operator adequately collimates the x-ray beam. Further assurances of protection can be achieved by requiring that the abdominal area of the women be shielded with a lead apron.”

Doubtful Cases

Whenever further medical consultation is deemed advisable, the visa applicant should be referred to an appropriate specialist at the applicant's expense. Under generally accepted medical procedures, the specialist should report his findings and opinion to the Panel Physician who remains responsible for the completion of Form DS-2054 and final results of the medical examination. In those comparatively rare instances where no specialist is available for consultations, the Panel Physician may refer specific problems to the Consulate General, which will in turn refer the case to the Public Health Service in the United States.

It is absolutely essential that any practitioner performing any part of this medical examination take proper care to identify the applicant by comparison with his photograph. Special attention should be given to ensure that specimens submitted by the applicant are from the applicant and not a third party.